



## **Bylaws**

### **Article I - Name**

The name of this committee shall be the Governor's Committee to End Homelessness ("GCEH").

### **Article II - Vision and Mission**

The GCEH will lead Missouri's efforts to prevent and end homelessness.

### **Article III - Responsibilities**

#### **Section 1 General**

The responsibilities of the committee are as set forth by Executive Order 03-17, as reauthorized by Executive Order 16-10. Should the Executive Order expire, December 30, 2020, and not be reinstated, the GCEH members will continue to endeavor to work together to further the mission of the GCEH and its work in ending homelessness in Missouri.

#### **Section 2 Tasks of the Committee**

The main tasks of the GCEH are:

- 1- Develop a state plan to end homelessness that will establish strategies to promote public and private coordination and collaboration
- 2- Evaluate and reallocate resources
- 3- Remove barriers to access of housing and services
- 4- Promote and support activities that prevent homelessness
- 5- Work with all Missouri Continuum of Care to integrate and coordinate their local plans with the state plan to end homelessness

### **Article IV - Membership**

#### **Section 1 Membership**

Membership shall follow the guidelines set forth in Executive Order 03-17.

## **Section 2 Terms of Service**

- 1- Should a member resign from his or her respective organization, the organization will still hold a seat and a representative from that organization (as determined by that organization) will fill the vacant seat unless the member is a direct appointment from the Governor's office of Boards and Commissions.
- 2- Repeated absences from GCEH meetings may result in termination of service of the member, per Article VII, Section 3,

## **Article V - Officers**

### **Section 1 Officers**

Three officers (Chair, Vice-Chair, and Secretary) together will coordinate the work of the committee.

### **Section 2 Nomination and Election**

- 1- The Executive Committee will accept nominations from a nominating committee comprised of members from the full GCEH for candidates for Chair, Vice-Chair and Secretary. Election of officers will take place every two years at a regularly scheduled meeting of the GCEH.
- 2- Should an officer resign from the GCEH before completing a term of office as defined in Article V, Section 3, the Executive Committee will recommend a member from the GCEH to finish the term of office. The full GCEH will vote to approve the new officer.

### **Section 3 Terms of Service**

Officers shall be elected for a two-year term. Term of office is two years beginning in January of the year following an election and running concurrent with the calendar year. Officers can serve two, two-year terms, in any combination, for a maximum of four years as an officer. An officer must serve one term out of any office before serving again.

### **Section 4 Duties**

#### **1- Chair**

The Committee Chair will serve as the Chair of the Executive Committee and the full GCEH. The Chair is responsible for scheduling and facilitating meetings, preparing meeting agendas and overseeing the review and approval of the annual report to the Governor. The Chair is responsible for representing the GCEH for public appearances and media requests.

#### **2- Vice-Chair**

The Vice-Chair will facilitate meetings in the event that the Chair is unable to attend. In the absence of the Secretary, the Vice-Chair will serve as Secretary. In the absence of both the Chair and Secretary, the Vice-Chair will appoint a committee member to serve as Secretary for the meeting. Should the Chair, for any reason not be able to complete a term of office then the Vice-Chair will complete the term as Chair and a new Vice-Chair will be recommended and approved to complete the term.

### **3- Secretary**

The Secretary shall ensure that all minutes of meetings and records of the GCEH's business are compiled and preserved. The Secretary is responsible for sending minutes, monthly meeting reminders and other notifications to GCEH members. All minutes and records of the GCEH shall be maintained by the Secretary. The Secretary will be responsible for reporting on missed attendance, and notifying the GCEH if a member is in violation of Section 3.2 of Article VII.

## **Article VI - Ad Hoc and Standing Sub-Committees**

### **Section 1 Committee Membership**

In addition to members of the GCEH, non-members may be appointed to serve on ad hoc sub-committees by recommendation from subcommittee chairs or other GCEH members.

### **Section 2 Reports**

All standing and ad hoc sub-committees shall maintain written agendas and/or minutes which shall be provided to the Chair and Secretary of the GCEH and made available to the full GCEH upon request. Each sub-committee chair shall report its activities to the GCEH as necessary.

### **Section 3 Meetings**

- 1- Sub-committees and ad hoc sub-committees shall meet at such time and place as designated by the chair of the ad hoc sub-committees and as often as necessary to accomplish their tasks.
- 2- The Executive Committee may meet between the regularly scheduled GCEH meetings.
- 3- Participation by members of sub-committees may be via telephone conference calls or other technological means.
- 4- All ad hoc sub-committees are responsible for providing an ad hoc sub-committee report for the GCEH's annual report.

#### **Section 4 Ad hoc and Standing Sub-Committees**

- 1- The Executive Committee and MC2 are the only standing sub-committees of the GCEH. Ad hoc sub-committees of the GCEH will be created on an as needed basis, recommended and approved by the full GCEH.
- 2- The Chair of the standing or ad hoc sub-committee is assigned as stated in Article VI, Section 1.
- 3- Executive Committee
  - a. The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary.
  - b. Responsibilities of the Executive Committee are:
    - i. New member orientation
    - ii. Nomination of officers in December of expiring terms of service
    - iii. Facilitate meeting logistics
    - iv. Assist Chair with agenda content
    - v. Attendance monitoring
    - vi. Maintain a current membership list
    - vii. Create additional committees as needed
    - viii. Maintain GCEH website
    - ix. Review and approve the Annual Report
    - x. Coordinate statewide efforts to end homelessness
4. Missouri Continua Collaboration (MC2) Sub-Committee
  - a. The MC2 Subcommittee shall consist of one appointed representative of each Continuum of Care in the State of Missouri.
  - b. Responsibilities of the MC2 Subcommittee, shall include:
    - i. Provide local leadership in ending homelessness across the state through the local Continuums of Care.
    - ii. Provide feedback to the GCEH on local progress in ending homelessness
    - iii. Identify barriers to ending homelessness that may require statewide coordination
    - iv. Share information on progress, strategies, tools and best practices across Continuums of Care

## **Article VII - Meetings**

### **Section 1 Meetings**

Regular meetings of the GCEH will generally convene on the first Monday of the month, at least quarterly, from 12:30-2:30pm. In the event of a holiday, the committee may meet the following Monday.

### **Section 2 Voting**

All items to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

#### **General**

Under general ethical principles regarding conflict of interest, members of the GCEH shall recuse themselves when they have or anticipate having a direct financial gain or conflict of interest in the outcome of a committee decision, independent of their status as providers of homeless services.

#### **Quorum**

The members present at any properly announced meeting shall constitute a quorum.

##### **1- Voting by proxy**

Any member unable to be present at the time of a vote may send one representative of their organization to vote by proxy.

##### **2- In the event of an item needing committee approval by a vote, any GCEH member can call a special meeting and a vote may be held in person or via phone or other technological means.**

### **Section 3 Vacancies/Nonparticipation**

#### **1- Individual GCEH membership ends when:**

- a. A member resigns or dies; or
- b. A member is deemed inactive by the GCEH, as set forth herein; or
- c. A majority of the committee terminates the member for just cause, following a vote of the full GCEH to terminate the membership for cause.
- d. A member's term expires.

#### **2- Should any member (or such member's duly authorized proxy) miss three consecutive regularly scheduled GCEH meetings within one calendar year, the member may be notified that the member has been deemed inactive and the membership terminated due to**

such inactivity. Following such notification to the member of an organization, the head of the organization will be notified and requested to name a replacement representative from that organization. For members who are direct appointments by the Governor, the Governor's Boards and Commissions office will be notified of the absences by the Chair.

### **Article VIII - Amendments to Bylaws**

These Bylaws may be revised, amended or repealed by a majority vote of the GCEH. Any GCEH member may submit proposed changes in writing to the Chair. The Chair must provide the proposed changes at a GCEH meeting and then take a vote at the next regularly scheduled meeting following the presentation of the proposed changes.

### **CERTIFICATION**

Bylaws accepted by majority vote on: December 4, 2017

Chairperson signature and date: Dottie Kastigar 12/4/17